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Secretariat

23 June 2003

Information circular*

To: Members of the staff

From: The Under-Secretary-General for General Assembly and Conference Management

Subject: **Closing of Secretariat Distribution Counter, Room S-B1-44**

1. The purpose of the present information circular is to inform staff members of new arrangements regarding availability, both in hard copy and online, of official documents and publications issued by the United Nations Secretariat at Headquarters.

2. With effect from 7 July 2003, documents will no longer be available from the Secretariat Distribution Counter, Room S-B1-44. This decision is being taken in the context of the Secretary-General's reform, as outlined in document A/57/289. Documents will now be available by the means indicated below.

3. With the launch of the electronic version of the *Journal of the United Nations* (www.un.org/Docs/journal/En/lateste.pdf), which provides hyperlinks to all official language versions of documents listed therein, and the inclusion in the *Journal* of a hyperlinked daily list of documents issued at Headquarters, staff members may download documents listed in and hyperlinked to the *Journal*. This new facility is in addition to the Official Documents System (ODS).

4. Staff members requiring documents of 30 pages and above in paper format may request up to 5 copies by filling out form PS16 (available at http://ps16.un.org). Copies will be sent by inter-office mail or may be picked up outside room NL-314.

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* Expiration date of the present information circular: 31 July 2004.

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